

## DamageWise iPad Reassignment Worksheet

Please use the following for all DamageWise iPad Reassignments, this form should be attached to a Helpdesk Ticket to be serviced.

1. Please fill this form out completely, the information requested is required for MIS to correctly reassign the device.
2. User names should be the users name as listed in Outlook, please do not use nick names or initials.
3. The DW iPad Name should be 3 letter characters followed by an underscore followed by 3 digits (ex. TST\_123). This is for incident assignment. Do not provide the comission number or device serial number for this field.

Reassignment 1		
Previous User Information		
_____	_____	_____
User Name	Location	DW iPad Name

New User Information		
_____	_____	_____
User Name	User PS#	Device Comm #
_____	_____	_____
Location	DW iPad Name	Cellular (Yes/No)

Reassignment 2		
Previous User Information		
_____	_____	_____
User Name	Location	DW iPad Name

New User Information		
_____	_____	_____
User Name	User PS#	Device Comm #
_____	_____	_____
Location	DW iPad Name	Cellular (Yes/No)

Reassignment 3		
Previous User Information		
_____	_____	_____
User Name	Location	DW iPad Name

New User Information		
_____	_____	_____
User Name	User PS#	Device Comm #
_____	_____	_____
Location	DW iPad Name	Cellular (Yes/No)

Reassignment 4		
Previous User Information		
_____	_____	_____
User Name	Location	DW iPad Name

New User Information		
_____	_____	_____
User Name	User PS#	Device Comm #
_____	_____	_____
Location	DW iPad Name	Cellular (Yes/No)